

1.	<p>Regarding the cost proposal, to be sure vendors satisfy OET expectations, what info is expected to be included in the "Cost proposal"?</p> <p>Because OET does not know the full extent of the time required to accomplish this task, it would seem the vendor would include an hourly rate.</p>
2.	<p>Will hourly rates included in the cover letter suffice, or will OET be expecting a separate page/proposal?</p> <p>Please include the hourly rate in the "Cost proposal." A separate page is not necessary.</p>
3.	<p>Please confirm that OET will provide selected vendor resources with the necessary workspace, hardware, software, and desktop/laptop computer to perform the duties outlined in this SOW?</p> <p>OET confirms that the selected vendor will have workspace. Because access to state systems will not be necessary, the vendor should provide their own laptop, hardware and software sufficient to accomplish the task.</p>
4.	<p>Is there an incumbent vendor who has previously been providing these services to OET?</p> <p>There is not an incumbent vendor.</p>
5.	<p>Will selected vendor resources be required to perform off-hours, on-call support work?</p> <p>Off-hours or on-call support will not be required.</p>
6.	<p>What is the anticipated daily work schedule for selected vendor resources (8AM to 5PM, Monday thru Friday)?</p> <p>The anticipated work schedule is 8AM to 4:30PM, but the actual work schedule will also be affected by the vendor ability to address the deliverables.</p>
7.	<p>Please confirm whether selected vendor will be paid on an hourly basis for services provided under awarded contract, based on OET approved resource timesheet, or if selected vendor will be paid based on completed/signed-off deliverables?</p> <p>The selected vendor will be paid for services rendered on an hourly basis. Final payment will be paid after full review of delivered services is deemed complete.</p>
8.	<p>Does OET have a predetermined/allocated budget (either hourly billing rate or total project cost) for this position?</p> <p>Yes</p> <p>If yes, can you please share the budgeted amount?</p> <p>Not at this time.</p>
9.	<p>Please confirm that the OET Project Manager will be responsible for assigning and directing selected resources' work tasks?</p> <p>The OET Project Manager will act as a coordinator, not as a director of vendor resource work tasks.</p>

10.	<p>How much time is expected that the selected resource will spend performing the duties outlined in this SOW at the OET location 658 Cedar Street St Paul, MN 55155? (ex. 60% of the project)</p> <p>This is an on-site engagement at this location, but some travel to agency locations within the immediate Twin Cities area may be required.</p>
11.	<p>What is the estimated percentage of time spent at other agencies needed to satisfy the requirements outlined in this SOW? (ex. 20% of the project)</p> <p>70 to 90% of work activity will require working with other agencies, and may require travel to agency locations.</p>
12.	<p>Regarding travel to other agencies, what is the expected drive time or distance to other agencies?</p> <p>Most agencies are in the Capitol Complex, so minimal travel time is expected.</p>
13.	<p>Regarding travel to other agencies, will drive time to these other agencies be billable?</p> <p>No</p>
14.	<p>Regarding travel to other agencies, will millage incurred by selected resource be reimbursed by OET?</p> <p>No</p>
15.	<p>Please confirm the number of Business Analyst resources OET expects selected vendor to assign to fulfill the deliverables and timelines outlined in this SOW?</p> <p>Unknown. The exact number will be determined by responding vendor approaches and their estimates of work effort and time required to complete that effort.</p>
16.	<p>The response requirements state that vendors must include with their responses a description of the methodology to fulfill the project deliverables.</p> <p>Does OET expect that selected vendor will provide their own methodology, tools and templates to achieve the deliverables in this SOW, or will selected vendor be expected to follow and use OET's methodology, tools and templates?</p> <p>It is anticipated that the vendor will provide their own methodology for addressing deliverables related to this task.</p>
17.	<p>SOW response requirements state that vendors are to a project management overview for resource(s) assigned to the project.</p> <p>Please confirm if OET expectation is for selected vendor to provide an on-site Project Manager for this project, or if OET PM will be managing vendor resource(s)?</p> <p>OET will provide a Project Manager for the task to coordinate activities between OET and the vendor.</p>

18.	<p>Regarding the Service Categories: does a vendor have to be listed in all categories or will one suffice?</p> <p>The vendor need only qualify in one category.</p>
19.	<p>How many Business Analyst Resources are required to complete this project and how many resumes are required with response?</p> <p>See response #15.</p>
20.	<p>Our understanding is Business Analyst Resources are required for 4 Months for this specific project based on project Milestones? Please clarify.</p> <p>In the first paragraph under "Business Need" it states that there is an estimated completion date of March 7, 2011.</p>
21.	<p>Under response requirements bullet three "detailed description of Methodology" b) Evidence that vendor will meet all provisions. What type of evidences is required under this section?</p> <p>OET is asking for a specific number of years of experience. The vendor may be asked to provide proof of that experience.</p>
22.	<p>What's the estimated budget of this project?</p> <p>See response #8.</p>
23.	<p>"Organization and Staffing" Under this section, does a vendor need to provide the resumes of actual candidates or resumes for evaluation purposes?</p> <p>Yes, please do provide the resumes of actual candidates you will be presenting for consideration.</p>